

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES**

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, February 19, 2008**

The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, February 19, 2008. The meeting was called to order by President, John D. MacInnes, at 7:15 p.m.

**Present:** Trustees: James Bohlander, Isabelle Charnov, Margaret Cohen, John D. MacInnes, Rodman N. Myers, Robert Spencer

**Administration:** Director, Karen Kotulis-Carter; Assistant Director, Ceci Marlow Stuart; Director's Secretary, Andrea Aragona

**Guests:** Martha McGee, Township resident, Nancy Frey, SOC representative; Donald Walker, Township resident.

Prior to the start of the board meeting, the Director, Karen Kotulis-Carter took the trustees on a tour of the construction areas in the lobby and lower level of the library.

Upon discussion, a motion was made by Rodman Myers, seconded by Margaret Cohen **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDA AND THE CONSENT AGENDA AS AMENDED.** Motion carried.

**President's Verbal Report:**

John MacInnes started by saying "Every once in awhile I discover new things about this library." The library was again involved in a new approach to serving this community and living up to its reputation of being an amazing library. John stated that he attended a recent seminar at the library entitled Investing Fundamentals. He said the presenters were all professional financial planners and were exceedingly well informed, very articulate explaining their points of view, and fine communicators. He was very impressed by the presentations and the pamphlets they provided. John suggested the Trustees might think about this type of seminar as part of their board development programs in the future. He felt it would be very useful. He asked the Trustees to consider this possibility and let him know if they are interested. John ended his report by saying "You never know what you will run into at this library when you poke around!"

**Director's Verbal Report:**

Karen thanked John and Donna MacInnes for their generosity in their donation for the library gardens and terrace. She also expressed her gratitude for John's leadership regarding fund raising for our Library Improvements Project. She also thanked Peggy Cohen, Isabelle Charnov, Sandy Lada, and Ceci Marlow Stuart for coming in to get the photograph taken with John and Donna MacInnes, which will be on the front page of Answers this month. Karen stated how proud she is of the staff at the library. It has been quite a challenge to build the library and stay open during construction. Not only was staff committed to keeping the building open, they have also kept it lively!

Circulation is up and we continue to have great programs throughout it all. The Un-Shelved Altered Book Project was very successful. People of all ages have been excited about this project. Karen commended Karen Imarisio for her enthusiastic coordination of the project. About 60 art projects have been submitted and all are very creative interpretations. Adult Services is keeping up with the community-wide reading project Everyone's Reading, which will offer an opportunity to meet the author, Lauri R. King. Karen also commended Marian Rafal and the Youth Service staff; for 21 out of the last 22 years, they have continued the First Grade Reader's Rally at our library. This is a remarkable program of remarkable longevity and Karen expressed her pleasure in working with such a wonderful and flexible staff.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Margaret Cohen, seconded by Isabelle Charnov **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: CASH DISBURSEMENTS; GENERAL FUND BUDGET; MONTHLY DIRECTOR'S REPORT; INTERIORS COMMITTEE MINUTES; LIBRARY STORE AD HOC COMMITTEE MINUTES; COLLECTION DEVELOPMENT POLICY; COMMUNICATION FROM THE CITY OF BLOOMFIELD HILLS; BOOK SORTING SYSTEM REQUEST.**

Motion carried.

### **REGULAR AGENDA:**

Call to the Public:

John MacInnes welcomed Martha McGee, Township resident and Volunteer Coordinator, Donald Walker, Township resident, and Nancy Frey, SOC representative.

### **UNFINISHED BUSINESS**

#### *Library Improvements Project*

There was discussion with regard to the possibility of replacing vending machines in the café with a Starbucks Cart. This cart would be manned and coffee, smoothies and possibly a few treats would be served. The café was designed for vending machines only, so additional work and expense would be involved to make the area suitable for the Starbucks Cart. Several Trustees were interested in the idea. They felt the cart would change the ambience of the room for the better. The Trustees asked Karen to investigate the cost and any other issues involved with the use of this cart. Because of this investigation and potential change, vending machines will not be in the café by the April 7<sup>th</sup> main entrance opening date. Robert Spencer felt this issue was discussed in the early stages of planning and does not recommend changing the plan at this time. The trustees would like Karen to inquire about the carts and bring her recommendation to the March 18 Board Meeting, or sooner if possible.

After discussion, a motion was made by Peggy Cohen, seconded by James Bohlander **TO PURSUE INVESTIGATING THE USE OF THE STARBUCKS COFFEE CART AND COST INVOLVED.** Robert Spencer declined to vote on the motion. Motion carried.

#### *Policy Review - Collection Development Policy*

The policy has been significantly revised to eliminate the procedural statements about how items are selected or removed from the collection. The revised policy focuses on the philosophy of the collection and its development here at BTPL. The Collection Development Policy was reviewed by the Trustees.

After discussion, a motion was made by James Bohlander, seconded by Margaret Cohen **TO APPROVE THE COLLECTION POLICY.**

Motion carried.

### **NEW BUSINESS:**

### *Review of Fines & Fees*

Under the new plan, patrons must now pay all outstanding fines before renewing their library card or obtaining a replacement. The new schedule will be distributed.

### *Communication with the City of Bloomfield Hills*

The Bloomfield Hills City Manager, Jay Cravens, contacted Karen and requested a meeting with her and the Trustees. The Trustees agreed to meet with Mr. Cravens and the city council members. John MacInnes and Rodman Myers, the Board's Bloomfield Hills/Bloomfield Township Liaison Committee, along with Karen will represent the library at this meeting to be scheduled within the next few weeks.

### *RFID Sorting System*

The Director presented the many ways in which the addition of the sorting system would improve our check-in process by increased efficiency and accuracy. The sooner we add the system to our library, the sooner we will benefit from our investment in RFID. The Trustees approved the purchase of the RFID Sorting System.

After discussion, a motion was made by Peggy Cohen, seconded by Robert Spencer **TO APPROVE THE PURCHASE OF THE RFID SORTING SYSTEM IN THE 2008-09 FISCAL YEAR.** Motion carried.

## **DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

After further discussion, a motion was made by Margaret Cohen, seconded by Robert Spencer **TO APPROVE THE REMOVED ITEMS FROM THE CONSENT AGENDA AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.** Motion carried.

### **OTHER:**

Rodman Myers recognized the SOC for their generous donations to the Library Endowment Fund in honor of the Trustees.

Isabelle Charnov, on behalf of the Board of Trustees, expressed "thanks" to the Friends of the Library for their generous donation of over \$74,000.00 towards library projects. She was not only impressed by their generosity, but also by their great willingness to contribute. She also expressed the great team effort she noticed at the last meeting of the Library Store Ad Hoc Committee. The Friends of the Library have two representatives on the committee, Glenda Bard and Larry Sabbath. The Friends have also donated \$4,000 to seed the store start-up.

The Trustees went into Executive Session at 9:00 p.m. to conduct the Library Director's performance review.

The next meeting of the Board of Trustees is March 18, 2008.

Submitted by:

Isabelle Charnov, Secretary